



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
227 FRENCH LANDING, SUITE 300
HERITAGE PLACE METRO CENTER**

NASHVILLE, TN 37243

**BOARD OF COMMUNICATION DISORDERS AND SCIENCES
HEALTH RELATED BOARDS
TENNESSEE DEPARTMENT OF HEALTH
1-800-778-4123 or Locally (615) 532-3202
Tennessee.gov/health**

SPEECH PATHOLOGY ASSISTANT REGISTRATION FORM

Attached is an application to register a Speech Pathology Assistant with the Tennessee Board of Communication Disorders and Sciences. Also attached is a copy of the rules regulating Assistants.

Carefully read the rules and complete the application for each Assistant to be registered. The licensee supervising the assistant must also include a Written Plan of Training which shall be signed by both the Licensee and the Assistant.

In order to comply with federal statutes, the (Board of Communications Disorder and Sciences) is obligated to inform each applicant or licensee from whom it requests a social security number that disclosing such number is mandatory in order for this Board to comply with the requirements of the federal Healthcare Integrity and Protection Data Bank and/or the National Practitioner Data Bank. If the Board is required to make a report about one of its applicants or licensee to either or both of these data banks, it must report that individual's social security number. This application will not be complete if the social security number is omitted. The number will be used for identification purposes and for such other purposes as are allowed by state and federal law.

Return the Application to:

Board of Communication Disorders and Sciences
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, TN 37243

CHECK SHEET FOR SPEECH ASSISTANTS

Application -----

High School Diploma -----

Written plan of Training -----

Verifications ----/------/------/------/------/------/------/------

Criminal Background Check-----

2025 - 001 - \$20.00

2025 - 006 - \$ 5.00



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BOARD OF COMMUNICATION DISORDERS AND SCIENCES

COMPLETE ONE FORM FOR EACH SPEECH PATHOLOGY ASSISTANT

Name of Supervising Licensee: _____ License Number _____

Company name, address, and telephone number: _____

Alternate Supervising Licensee: _____

License Number: _____

Address: _____

ASSISTANT YOU SUPERVISE

Name of Assistant _____

Social Security #: _____

Birthdate: _____

Address: _____

Telephone #: _____

Date Hired: _____

Signature of Assistant

Signature of Licensee

Date

Date

Signature of Alternate Licensee

Date

ATTACH WRITTEN PLAN OF TRAINING USED WITH THIS ASSISTANT. BOTH LICENSEE AND ASSISTANT MUST SIGN PLAN OF TRAINING.

BF/G6011271/CDS

1370-1-.14 SPEECH LANGUAGE PATHOLOGIST ASSISTANTS AND SUPERVISION.

(1) Speech Language Pathology Assistants

- (a) Speech Language Pathology Assistants (SLPA) must work under the supervision of a licensed Speech Language Pathologist ("Supervising Licensee").
- (b) Beginning January 1, 2005, the minimum qualifications for persons employed as Speech Language Pathology Assistants shall be as follows:
 - 1. The applicant must have completed a program of study designed to prepare the student to be a Speech Language Pathology Assistant; and
 - 2. The applicant must have completed course work and field experiences in a technical training program for Speech Language Pathology Assistants approved by the American Speech-Language-Hearing Association (ASHA).
 - (i) Course work and fieldwork experience completed prior to January 1, 2005 will be evaluated to determine whether the applicant meets all criteria for registration.
 - (ii) All applicants for registration must be referred for registration by the program director of the technical training program where they have completed the field and course work requirements; or
 - 3. The applicant must have earned sixty (60) college-level semester credit hours in a program of study that includes general education and the specific knowledge and skills for a SLPA. The training program shall include a minimum of one hundred (100) clock hours of field experiences supervised by a licensed Speech Language Pathologist.
 - 4.
 - (i) At least twenty (20) semester credit hours of the sixty (60) hour requirement shall be in general education.
 - (ii) At least twenty (20) semester credit hours of the sixty (60) hour requirement shall be in technical content. The course content must include the following:
 - (I) overview of normal processes of communication and overview of communication disorders
 - (II) instruction in assistant-level service delivery practices
 - (III) instruction in workplace behaviors
 - (IV) cultural and linguistic factors in communication
 - (V) observation
 - (iii) The one hundred (100) hours of supervised fieldwork experiences must provide appropriate experiences for learning the job responsibilities and workplace behaviors of a SLPA. These experiences are not intended to develop independent practice.
- (c) Individuals registered with the Board as Speech Language Pathology Assistants before January 1, 2005 are exempt from the requirements of subparagraph (1) (b).
- (d) Criminal Background Check

(2) Supervision by and Responsibilities of the Supervising Licensee.

- (a) Prior to commencement of training, individuals seeking to be Speech Language Pathology Assistants must be registered by the Supervising Speech Language Pathologist (Supervising Licensee) with the Board on a registration form provided at the request of the Supervising Licensee.
 - 1. The registration form shall be completed by the Supervising Licensee who shall return the completed form to the Board's Administrative Office with a copy of the written plan of training to be used for that SLPA.
 - 2. The SLPA shall not begin employment until he/she has registered with the Board and paid the required fees, as provided in rule 1370-1-.06.

- (b) The Registration form must also indicate, by name and signature, at least one (1) alternate Supervising Licensee who shall be available to provide the supervision when the primary Supervising Licensee is off site for any reason.
- (c) Notice of employment, change of supervisors, or termination of any SLPA must be forwarded by the Supervising Licensee to the Board's Administrative Office within thirty (30) days of such action.
- (d) Prior to utilizing an SLPA, the licensed Speech Language Pathologist who is responsible for his or her direction shall carefully define and delineate the role and tasks. The Supervising Licensee shall:
 - 1. Define and maintain specific line of responsibility and authority.
 - 2. Assure that the SLPA is responsible only to him or her in all client-related activities.
- (e) Any licensed Speech Language Pathologist may delegate specific clinical tasks to a registered SLPA who has completed sufficient training. However, the legal, ethical and moral responsibility to the client for all services provided, or omitted, shall remain the responsibility of the Supervising Licensee. An SLPA shall be clearly identified as an Assistant by a badge worn during all contact with the client.
- (f) When an SLPA assists in providing treatment, a Supervising Licensee shall:
 - 1. Provide a minimum of fifteen (15) hours of training for the competent performance of the tasks assigned. This training shall be completed during the first thirty (30) days of employment. A written plan for this training shall be submitted with registration. This training should include, but not be limited to, the following:
 - (i) Normal processes in speech, language, and hearing;
 - (ii) A general overview of disorders of speech, language, and Hearing;
 - (iii) An overview of professional ethics and their application to the SLPA activities;
 - (iv) Training for the specific job setting is to include information on:
 - (I) The primary speech, language, and hearing disorders treated in that setting;
 - (II) Response discrimination skills pertinent to the disorders to be seen;
 - (III) Equipment to be used in that setting;
 - (III) Program administration skills, including stimulus presentation, data collection, and reporting procedures, screening procedures, and utilization of programmed instructional materials; and
 - (V) Behavior management skills appropriate to the population being served.
 - 2. Evaluate each client prior to treatment.
 - 3. Outline and direct the specific program for the clinical management of each client assigned to the SLPA.
 - 4. Provide direct/indirect, but on-site observation according to the following minimum standards:
 - (i) Provide direct observation for the first ten (10) hours of direct client contact following training.
 - (ii) Supervision of an SLPA means direct supervision of not less than ten Percent (10%) of an SLPA's time each week. Direct supervision means on-site and inview supervision as a clinical activity is performed. The supervising licensee shall provide indirect supervision of not less than twenty percent (20%) of an SLPA's time each week. Indirect supervision may include audio and videotape recordings, numerical data, or review of written progress notes. The Supervising Licensee, or alternate Supervising Licensee, must still be on-site.
 - (iii) At all times, the supervising licensee shall be available at a minimum by telephone whenever an SLPA is performing clinical activities.
 - (iv) All direct and indirect observations shall be documented and shall Include information on the quality of an SLPA's performance.
 - (v) Whenever the SLPA's performance is judged to be unsatisfactory over two (2) consecutive observations, the SLPA shall be retrained in the necessary skills. Direct observations shall be increased to one hundred percent (100%) of all clinical sessions, until the SLPA's performance is judged to be satisfactory over two (2) consecutive observations.
 - (vi) Ensure that the termination of services is initiated by the speech Language pathologist responsible for the client. (viii) Make all decisions regarding the diagnosis, management, and future disposition of the client.

- (g) A licensed Speech Language Pathologist shall not delegate the following responsibilities:
1. Interpretation of test results or performances of diagnostic evaluation;
 2. Conduction of parent or family conferences or case conferences;
 3. Client or family counseling;
 4. Writing, developing, or modifying a client's individualized treatment plan;
 5. Treatment of clients without following the established plan;
 6. Signing any document without the co-signature of the supervising Speech Language Pathologist;
 7. Selection or discharge of clients for services;
 8. Disclosure of clinical or confidential information, either orally or in writing, to anyone not designated by the Speech Language Pathologist; and
 9. Referring clients for additional outside services.
- (h) Supervision limitations
1. Supervising licensees shall supervise no more than two (2) Speech Language Pathology Assistants concurrently.
 2. Supervising licensees shall supervise no more than three (3) Clinical Fellows concurrently.
 3. Supervising licensees shall supervise no more than three (3) individuals concurrently.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-17-103, 63-17-105, and 63-17-114. **Administrative History:** Original rule filed January 31, 2000; effective April 15, 2000. Amendment filed June 22, 2004; effective September 5, 2004. Amendment filed August 3, 2005; effective October 17, 2005.